PHILIP MORRIS MANAGEMENT CORP **INTER-OFFICE MEMO**

120 PARK AVENUE, NEW YORK, NY 10017-5592

TO: Distribution **DATE:** May 7, 1998

FORM: William F. Lynch III

SUBJECT: **Notice of Disposal Suspension Regarding Certain Records**

For legal reasons, you must keep copies of records memorializing (1) communications to and from customers located in Indian country within the State of Oklahoma, and (2) volume or dollar values of sales to such customers. You must keep such records whether they are paper documents, electronic records (including computer disks and information stored on computer hard drives), or recorded information in any other form. If any such records are unaltered duplicates, please refer to the policy memorandum dated April 1, 1998 for applicable requirements. Almost all of those records also are the subject of prior disposal suspension notices, which remain in effect without change.

If the specified records exist in paper form, you must keep them, without alteration, organized in the way that you would normally keep them for business purposes (for example, if you usually file them in folders, continue to do so). If electronic records can be printed (e-mail, for example), you should print them and retain them only in printed form, unless you currently are obligated to maintain them in electronic form in response to a previous disposal suspension notice (involving records generated before July 28, 1994). Electronic records that cannot be printed must be kept in electronic form.

Thank you for your cooperation. If you have any questions regarding this notice, please call me in New York (ext. 4019).

WFL/js

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